

# **REQUEST FOR PROPOSAL**

**September 3, 2014**

## **CONTRACT FOR PROFESSIONAL SERVICES**

**Intercity Bus Study**

**FT18-35-842-13-14 / 502842-302000  
Statewide**

**Issuing Office: Consulting Services Division – 90-01  
Mississippi Department of Transportation  
P. O. Box 1850  
Jackson, Mississippi 39215-1850**

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## **PART 1**

### **GENERAL INFORMATION FOR CONSULTANTS**

#### **I. Purpose**

This *Request for Proposal* (RFP) is intended to provide interested Firm(s) with sufficient information for the preparation and submission of a PROPOSAL for consideration by the Mississippi Transportation Commission (hereinafter referred to as the **COMMISSION**) to:

*Provide the Mississippi Department of Transportation (MDOT) with an objective evaluation of the intercity bus industry in Mississippi.*

#### **II. Issuing Office**

This RFP is issued by the Mississippi Department of Transportation (**MDOT**) on behalf of the **COMMISSION**. CONSULTANT(s) submitting PROPOSAL(s) must comply with the instructions in this RFP, Legal Ad, and any addenda. The issuing office is identified below:

Scot Ehrgott, P.E.  
Mississippi Department of Transportation  
P.O. Box 1850  
Jackson, Mississippi 39215-1850  
e-mail address: [sehrgott@mdot.ms.gov](mailto:sehrgott@mdot.ms.gov)

#### **III. Intention of the COMMISSION**

The intent of the **COMMISSION** is to negotiate a Contract for Professional Services with a CONSULTANT to provide the services specified herein.

#### **IV. The Selection Process**

Selection of a CONSULTANT will be based on the criteria established in the RFP and/or any addenda. CONSULTANT(s) **shall not** submit any cost or price information with their PROPOSALS. CONSULTANT(s) for this PROJECT should submit complete PROPOSALS sufficient for final selection of the most qualified CONSULTANT. The MDOT will then select the most qualified CONSULTANT based on the criteria. The MDOT reserves the right to select the CONSULTANT(s) for negotiations using one of the following methods:

- A. Final ranking of all PROPOSALS based on the initial response to this RFP, or
- B. Selection of a *Short List* of at least two (2) and not more than five (5) qualified CONSULTANT(s). CONSULTANTs on the *Short List* will then be asked to make presentations to the appropriate MDOT staff. The *Short-listed* CONSULTANTs will be notified by a written letter. The letter will also indicate all pertinent information necessary to prepare for the presentation. If this *Short List* method is used, final

ranking will be made after the Selection Committee evaluates the *short-listed* CONSULTANTS.

The most qualified CONSULTANT will then enter into negotiations with the appropriate MDOT staff for costs and schedule. The MDOT will draft a Contract for the most qualified CONSULTANT to execute based on the description of work established in this RFP and/or any addenda. If the most qualified CONSULTANT does not execute the Contract or is unable to meet any contractual requirements, then MDOT may reject the most qualified CONSULTANT for the duration of this process and select the next most qualified CONSULTANT on the list until a contract has been executed.

The MDOT reserves the right to reject any and all PROPOSALS and/or to discontinue contract execution with any party at any time prior to final contract execution.

## V. Type of Contract

At the COMMISSION's option, the Contract shall be either a **Firm Fixed Price, a Cost Reimbursement, or a Cost plus Fixed Fee to include a maximum "not to exceed" amount.** The contract will include all appropriate Federal contract provisions in accordance with 49 CFR, Part 18, as revised and any other requirements MDOT may deem necessary. The Contract will provide general terms and conditions for performance of services, as well as specific instructions for fees, billing, payment, and other related items.

Once the most qualified CONSULTANT is selected by the MDOT, costs will be negotiated at a later date between the most qualified CONSULTANT and MDOT for all necessary services provided to MDOT in support of this PROJECT. Direct Expenses may be reimbursable but will count towards the "not to exceed" amount negotiated as part of the contract.

An example of a typical MDOT professional service contract template may be found on the website indicated below. The template will be identified as the "Professional Service Contract Template-FTA".

<http://sp.gomdot.com/Consulting%20Services/Pages/Templates.aspx>

All written questions regarding this contract shall be e-mailed to the below addressees no later than **the date and time indicated in the section XXI. Milestone Schedule.**

Scot Ehrgott, P.E.  
[sehrgott@mdot.ms.gov](mailto:sehrgott@mdot.ms.gov)  
and copy (Cc)  
Stephen Rone  
[srone@mdot.ms.gov](mailto:srone@mdot.ms.gov)

MDOT may update this template throughout the procurement process. MDOT intends to post the final contract template for this PROJECT to the website indicated above no later than **the date indicated in the section XXI. Milestone Schedule.** Contract terms after

this date are non-negotiable; however, MDOT reserves the right to modify the contract terms at its discretion.

The **COMMISSION** intends to utilize this final contract template in order to execute a contract with the selected CONSULTANT.

**NOTE: This RFP document does not and is not intended to include or address every item that will be included or addressed in the contract for professional services. The contract template should be reviewed by the interested CONSULTANT for these purposes.**

#### **VI. Rejection of PROPOSALS and/or discontinue contract execution**

The **COMMISSION** reserves the right to reject any and all PROPOSALS and/or to discontinue contract execution or contract negotiations with any party at any time prior to final contract execution.

#### **VII. Costs Incurred by CONSULTANT Prior to Execution of a Contract**

The **COMMISSION** shall not be liable for any costs incurred by any CONSULTANT prior to the execution of a contract by all parties. Further, the **COMMISSION** shall not be liable for any costs incurred by the CONSULTANT under the Contract prior to the effective date of the Project Director's Notice to Proceed.

#### **VIII. Addenda and/or questions to this RFP**

Only written requests by e-mail to the below addressees will be considered.

Scot Ehrgott  
[sehgott@mdot.ms.gov](mailto:sehgott@mdot.ms.gov)  
and copy (Cc)  
Stephen Rone  
[srone@mdot.ms.gov](mailto:srone@mdot.ms.gov)

No requests for additional information or clarification to any other MDOT office, CONSULTANT, or employee will be considered. All responses to written questions and addenda will be in writing and will be posted to the MDOT website indicated below:

<http://mdot.ms.gov/portal/LegalAd.aspx>

CONSULTANTS shall be solely responsible for checking the website for updates. The MDOT will not be responsible for any oral exchange or any exchange of information that occurs outside the official process specified herein.

All written questions shall be e-mailed to the above addressees no later than **the date and time indicated in the section XXI. Milestone Schedule.**

MDOT intends to post written answers for this RFP to the website indicated above no later than **the date indicated in the section XXI. Milestone Schedule.**

#### **IX. Pre-proposal Meeting**

A pre-proposal meeting will not be held for this RFP.

#### **X. CONSULTANT Submission**

To be considered, **five (5) copies and one (1) CD containing electronic PDF file(s)** of the CONSULTANT's PROPOSAL must be received by **the date and time indicated in the section XXI. Milestone Schedule,** at the office of the MDOT Consultant Services Unit, addressed to Scot Ehrgott, 10th floor, Mississippi Department of Transportation Building, 401 North West Street, Jackson, Mississippi, 39201.

PROPOSALS received after this date and time may be deemed non-responsive.

#### **XI. PROPOSALS**

CONSULTANT(s) should submit a complete response to this *RFP and any addenda*, addressing those requirements provided in Part 2 of this RFP. No other distribution of PROPOSALS shall be made by the CONSULTANT. **The original and all required copies of the PROPOSAL should be signed by an official authorized to bind the CONSULTANT to its provisions.**

#### **XII. Economy of Preparation**

PROPOSALS should be prepared simply and economically, providing a straightforward, concise description of the CONSULTANT'S ability to meet the requirements of the *RFP and any addenda*.

#### **XIII. Prime Consultant Responsibilities**

The selected CONSULTANT(s) will be required to assume responsibility for all services offered in the PROPOSAL whether or not they are produced directly by the CONSULTANT(s) or through subconsultant(s). Furthermore, the **COMMISSION** will consider the CONSULTANT(s) selected to be the sole point of contact with regard to contractual matters, and the MDOT retains the right to approve or disapprove all proposed subconsultant(s). CONSULTANT(s) responding to this *RFP* should identify all proposed partners and subconsultant(s).

Under no condition will the selected CONSULTANT be allowed to sublet or subcontract more than 60% of the work required under the contract. It is clearly understood and agreed that specific projects or phases of the work may be sublet or subcontracted in their entirety provided that the selected CONSULTANT performs at least 40% of the overall contract with its own forces.

The CONSULTANT must be registered with the Mississippi Secretary of State's office to do business in the State of Mississippi prior to Contract execution. Failure to comply with this requirement within 30 days of selection notification may result in failure to execute a Contract with the CONSULTANT. MDOT may then reject the selected CONSULTANT for the duration of this process and negotiate a contract with the next most qualified CONSULTANT on the list until a contract has been executed.

#### **XIV. Disclosure of PROPOSAL Contents**

All materials submitted in response to this *RFP* shall become the property of the **COMMISSION** and may be returned only at the **COMMISSION**'s option. All information submitted in response to this *RFP* shall be subject to disclosure under the Mississippi Public Records Act and any other applicable law.

#### **XV. Nondiscrimination Requirement**

By submitting a response to this *RFP*, the CONSULTANT agrees that they understand that the **COMMISSION** is an equal opportunity employer. It is the policy of the **COMMISSION** to comply with all applicable portions of Title VI of the Civil Rights Act of 1964 which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, or disability. The proposed contract will require that the CONSULTANT and all subconsultant(s) agree to strictly adhere to this policy in all employment practices and provision of services.

In the event the CONSULTANT performs work for the **COMMISSION** that involves the selection of a site or location of a facility, the CONSULTANT shall utilize criteria or methods of selection which consider the impacts and benefits of the facility on persons without discrimination because of their race, color, religion, sex or national origin. The criteria and methods shall be designed to include proactive measures for obtaining citizen participation from persons of all applicable races, colors, religions, sexes and national origins.

In accordance with Title VI of the Civil Rights Act of 1964, the Mississippi Department of Transportation assures that no persons on the basis of race, color, and national origin, including the denial of meaningful access for limited English proficient (LEP) persons shall not be discriminated against under any program or activity receiving Federal financial assistance.

#### **XVI. Disadvantage Business Enterprise (DBE Goal)**

The DBE goal for this PROJECT is **3%**. The CONSULTANT shall exercise all necessary and reasonable steps to ensure that participation is equal to or exceeds the contract goal. CONSULTANTS may visit MDOTs DBE website, <http://sp.mdot.ms.gov/Civil%20Rights/Pages/DBE.aspx>, to view a complete list of "Certified DBE Firms" which have been certified as such by the Mississippi Department of Transportation and other Unified Certification Partners (UCP). The DBE firm must be on the Department's list of "Certified DBE firms" as listed on MDOT's website,

<http://sp.mdot.ms.gov/Civil%20Rights/Pages/DBE.aspx> and approved by MDOT to count towards meeting the DBE goal.

## **XVII. Notification of Selected CONSULTANT(s)**

The selected CONSULTANT(s) for both the "Short-List" (if necessary) and the final selection will be notified of their status by the **MDOT**. The CONSULTANT(s) whose PROPOSALS are not selected will be notified, in writing, of the name of the selected CONSULTANT(s) at the same time.

## **XVIII. Debriefing request(s)**

If a CONSULTANT opts to request a debriefing following the announcement of the selected CONSULTANT, the CONSULTANT shall send an e-mail to the below addressees within one (1) week of the distribution of the notification letter of the selected CONSULTANT(s). Any debriefings shall be limited to the merits of the individual CONSULTANT's PROPOSAL.

Scot Ehrgott, P.E.  
[sehrgott@mdot.ms.gov](mailto:sehrgott@mdot.ms.gov)  
and copy (Cc)  
Stephen Rone  
[srone@mdot.ms.gov](mailto:srone@mdot.ms.gov)

## **XIX. Contract Administration**

The CONSULTANT contract will be administered by the MDOT. All payments will be made to the contracted prime CONSULTANT(s) by the MDOT. The prime CONSULTANT will be responsible for all payments to its partners and/or subconsultant(s).

## **XX. Key Personnel Modifications**

Key Individuals and team members are to remain for the duration of the contract, and changes cannot be made without prior MDOT approval. Modifications of Key Individuals are discouraged. MDOT will not approve requests for modification without justification. Examples of justification include death of a team member, changes in employment status, bankruptcy, inability to perform, organizational conflict of interest, or other such significant cause. In order to secure MDOT's approval prior to execution of the contract, the CONSULTANT shall e-mail the below addressees:

Scot Ehrgott, P.E.  
[sehrgott@mdot.ms.gov](mailto:sehrgott@mdot.ms.gov)  
and copy (Cc)  
Stephen Rone  
[srone@mdot.ms.gov](mailto:srone@mdot.ms.gov)

The request shall include:



- A. The nature of the desired change;
- B. The reason for the desired change; and
- C. A statement of how the desired change will meet the required qualification for the position/responsibility.

## XXI. Milestone Schedule

The following schedule identified below lists the projected dates for the procurement, execution, and completion of this contract.

<b><u>Milestone Schedule (*represents approximate dates only)</u></b>	
Advertisement dates for legal notice	September 3, 2014
Deadline for CONSULTANT's written questions	September 17, 2014
*Deadline for answering written questions	September 22, 2014*
*Deadline for posting the final contract template	September 24, 2014*
Deadline for delivery of PROPOSALS	<b>October 2, 2014 at 5:00 pm</b>
*Selection of qualified CONSULTANT	October 30, 2014*
*Contract execution	December 16, 2014*
Anticipated Contract Completion	September 30, 2015

Note: All times are Central Time.

## **PART 2**

### **INFORMATION REQUIRED / SELECTION CRITERIA**

#### **I. Format for PROPOSAL**

To be considered, the PROPOSAL must respond to all requirements of this RFP, the Legal Ad, and any addenda. The recommended PROPOSAL length should not exceed twenty-five (25) pages, exclusive of appendices. All resumes, certifications/licenses, and other information not relevant to these requirements should be included in the appendices. The following information should be included in the recommended twenty-five (25)-page maximum: the CONSULTANT's cover letter, table of contents, organizational chart, summaries and introductions, and responses to the evaluation criteria indicated in Part 2, Section III of this RFP. Pages should be numbered, single-spaced, one-sided, eight and one-half (8.5) by eleven (11) inches with margins of at least one (1) inch on all four (4) sides. No more than five (5) pages may be eleven (11) by seventeen (17) inches, but they may count as two (2) sheets each against the recommended twenty-five (25)-page maximum. Information within the recommended twenty-five (25)-page limit of the PROPOSAL must be complete and sufficient in scope for the selection committee to evaluate the CONSULTANT. Also, all text information in the twenty-five (25)-page limit should be shown in a readable font, size twelve (12) points or larger. Headers, charts, and other graphics may be provided in a different font type and size providing they are legible. Section dividers, tabs, or similar means are recommended but are not counted as part of the recommended twenty-five (25)-page maximum.

CONSULTANT(s) are encouraged to thoroughly address the requirements and other instructions of this RFP for the highest quality response. Those PROPOSAL(s) which exceed the recommended PROPOSAL length and/or fail to provide any of the information in the appropriate location indicated below may adversely affect the CONSULTANT's score.

The overall quality of the PROPOSAL submission will be evaluated. This will include, but will not be limited to, overall layout and readability of the submission, organization and comprehensiveness of the required content, conformance with formatting guidelines, and any other characteristics of the PROPOSAL that increase the quality of the document.

## II. Requirements and Instructions for PROPOSAL submission

CONSULTANT(s) interested in providing these services may indicate so by furnishing the Department **five (5) copies and one (1) CD containing electronic PDF file(s)** of a PROPOSAL as indicated in this RFP. The CONSULTANT shall divide their PROPOSAL into the following sections as listed below, clearly separated by tabs, section dividers, or similar means; however, resumes, certifications/licenses, and other information not relevant to these requirements should be included in the appendices. **CONSULTANT(s) should address each of the following categories in their PROPOSAL in the same order as listed below.** MDOT reserves the right to obtain references from any source listed in the PROPOSAL and any other source deemed appropriate for any of the information listed in this RFP. The quality of the PROPOSAL will be considered when evaluating the CONSULTANT's PROPOSAL. The PROPOSAL must provide at a minimum the following information:

### A. Cover Letter

The CONSULTANT should provide a cover letter and introduction specifying the name of the prime CONSULTANT and any of its subconsultant(s) and DBE(s), the CONSULTANT's size and organizational structure, and the name of an individual who will be the single point of contact throughout the selection process. The CONSULTANT should briefly describe the responsibilities of the CONSULTANT, any subconsultant(s), and any DBE(s). In addition, the CONSULTANT must note if they are submitting as part of a joint venture. It is understood that this PROPOSAL shall be good for at least 120 days from the submission due date.

### B. Past Experience

The CONSULTANT should provide in its PROPOSAL descriptions of similar type work for up to five (5) similar projects performed with a similar scope and magnitude which qualify the CONSULTANT (and any subconsultant(s) including DBE(s)) for this work. Recent projects of similar scope and magnitude are preferred although not required. This project description should include the work related to the Project Description established in Part 3 of this RFP. The projects listed should describe work related to these services for previous projects performed by the CONSULTANT and/or their subconsultant(s), including DBE(s), with MDOT and/or other clients. **Each related project description should include a brief scope of the project, whether the firm served as a subconsultant, a DBE, or a prime for the contract, a description of the amount of the firm's contract for the work they provided for the project, the date the firm's contract was initiated, and the actual and/or scheduled completion date of the firm's contract.**

The CONSULTANT, subconsultant(s), and DBE(s) should provide contact information for each of the projects. This information should include a project client contact name, contact title, contact phone number, and contact e-mail address.

### **C. Description of Staff, Organizational Chart, and Resumes**

The CONSULTANT should provide a **team organizational chart** that identifies all proposed personnel of the CONSULTANT, any subconsultant(s), and any DBEs for this contract. The team organizational chart should include each individual's name, job description (for this contract), and company of employment.

The CONSULTANT should provide resumes for any Key Individuals and other employee(s) of the team anticipated to be assigned to the PROJECT as referenced in the organizational chart. Key Individuals will include the following personnel:

**Project Manager:** MDOT prefers that the CONSULTANT's Project Manager be on the permanent staff of the prime CONSULTANT. The Project Manager must be provided for overall PROJECT oversight. Activities of the Project Manager will include but will not be limited to the following:

- Establishing and administering controls to ensure the quality of deliverables.
- Developing and maintaining a detailed PROJECT Work Plan and schedule with MDOT.
- Monitoring PROJECT day-to-day activities.
- Providing status reports to MDOT as requested.

**Principle Investigator(s) / Researcher(s):** The Principle Investigator(s) / Researcher(s) will be responsible for the primary research including surveys, survey analysis, preparation of preliminary findings, and related activities.

All resumes should reflect qualifications and recent experience relevant to the Project Description indicated in Part 3 of this RFP.

#### **D. Approach/methodology**

The CONSULTANT should provide an Approach /Methodology to accomplish the services outlined in this RFP (See PART 3: Project Description). The Approach / Methodology submitted with the PROPOSAL should identify a description of all the assigned resources for the PROJECT to provide the services listed in this RFP. The CONSULTANT should describe the duties and work assigned to those individuals listed on the organizational chart (including any employees of any subconsultants and DBE(s)) and describe how those employees will facilitate the successful completion of the PROJECT. The Approach / Methodology should be written in narrative form and include any charts or graphs that will assist with summarizing the methodology expected to be followed to meet the requirements identified in the RFP.

#### **E. Staff and Resources**

The CONSULTANT should provide any information to indicate that the team has the necessary resources, including available staff, to successfully complete the PROJECT by the timeframe indicated in the **Section XXI. Milestone Schedule**. The CONSULTANT should indicate any other active projects that any individuals, as listed on the organizational chart (including any subconsultant(s) and DBE(s)), are currently working to complete. The CONSULTANT should identify the amount of effort that these individuals will be able to commit towards the project and indicate how they plan to balance workloads to commit the staff and resources necessary to successfully complete the PROJECT on-time.

### **III. CONSULTANT Selection Criteria**

All responsive PROPOSALS received from CONSULTANT(s) will be reviewed and evaluated by the Selection Committee based on the selection criteria listed below. The criteria are listed in order of their relative importance to the Selection Committee.

- A. Experience, performance, and qualifications of the proposed Project Manager,
- B. Past experience, performance, and qualifications of the CONSULTANT, any subconsultant(s), and DBE(s) in performing these types of services for MDOT and/or other clients,
- C. Approach/methodology to accomplishing the services listed in the RFP,
- D. Current plan to commit necessary staff and resources to complete the PROJECT on-time, and
- E. Quality of PROPOSAL.

### **PART 3**

#### **PROJECT DESCRIPTION**

The purpose of this study is to provide the MDOT with an objective evaluation of the intercity bus industry in Mississippi. This evaluation will focus on describing the current level of intercity bus services, identifying projected needs, and describing options for increased cooperation among intercity carriers and rural public transit operators within the state. Results from this evaluation will be used to help make decisions about the most effective allocation of 5311(f) funds and to support recommendations for the Governor's Certification necessary for the reallocation of 5311(f) funds consistent with provisions of Federal Transit Administration program guidance.

This study will examine the state of intercity bus service in Mississippi by collecting and evaluating relevant information from such groups as, intercity bus service providers, rural transit providers, Metropolitan Planning Organizations, MDOT personnel, and state and national groups on the forefront of intercity bus service (organizations such as TRB, CTAA, and AASHTO). The CONSULTANT will develop a final report on the status of ICB services. This report will summarize the scope and level of services. If the study results determine that the needs for intercity bus service are not being adequately met, statewide recommendations concerning the potential use of intercity transit funds will be provided.